

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For Instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date 8/20/82 Application Number 82-35		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Public Health Vital Records Section Room 217-H 47 Trinity Ave. S.W. Atlanta, Ga. 30334		ARCHIVES AND HISTORY Application Number 74-162-A Date Received AUG 25 1982 Date Completed OCT 29 1982 Telephone Number 654-4750	
2. Person to Contact Mike Lavoie		Working Title Director		3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-162 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void	
4. Dates of Series Earliest 1919 Latest continuing		5. Records Series Title (followed by title used in office, if different) Certificate of Live Birth Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the public health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the monitoring of supplies of drinking water; and the daily State-wide program of registration, statistical coding, certification, preservation of certificates for births, marriages, divorces, annulments of marriages, and deaths that occur each year in the State.</p> <p>The Vital Records Section has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, and legitimation of births which occur each year within the State.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the registration of live infant births in the State. Included are: Form 3901 (Certificate of Live Birth) and Form 3923 (Amendment to Correct Errors on Certificate of Birth, Death, Marriage)					
The file is arranged : alphabetically by county; thereunder numerically by the International Birth Number, which is assigned monthly.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old 300 daily ; Seven to twelve months old same ; Thirteen to twenty-four months old same ; twenty-five months and older same ?					
9. Annual Rate of Accumulation of Records Letter-size drawers : ; Legal-size drawers : ; Shelves : ; Other (Specify) 30 cubic feet					

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Annotated Part 2 Section 2 Title 31 Chapter 10-#31-10-25
X	c. Is this a vital record? Ga. Code Annotated Part 2 Section 2 Title 31 Chapter 10-#31-10-1 (17)
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. 88/0018
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copies sent to Local Custodians of Vital Records in each county
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

Ga. Code Ann. Title 31 Chapter 10 #31-10-25 (e)

- a. State Law permanent years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

- d. Audit period _____ years.
e. Administrative need _____ years.
f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

(Certificate) - Cut off file at the end of each calendar year; hold in current files area 100 year then retire to State Archives for permanent retention.

Maintenance instructions- Microfilm certificate file in duplicate each month. Microfilm certificate file, for preceeding calendar year, each July following cut-off; making two original rolls and one duplicate.

(Monthly Microfilm File) - (1) Send one original to National Center for Health Statistics, Dept. Health and Human Services. (Note: If this microfilm is returned destroy.) (2) Keep one original in Vital Records Office untill annual microfilm is completed, then destroy.

(Annual Microfilm File) - (1) Retire one original to State Archives for permanent retention. (2) Keep one original in Vital Records Office, (security copy). (3) Keep one duplicate copy in Vital Records Office (reference copy) untill no longer needed for reference, then destroy.

*Certificates (for every year since births have been registered) are needed frequently for registering any amendments which are necessary to correct errors. Ga. Code, 31-10-23 requires that the original certificate be marked "Amended" with the date on which amended.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>M. J. O'Rourke</i>	8-20-82	<i>Paul T. Murphy</i>	8/20/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee <i>[Signature]</i>		<i>[Signature]</i>	10-26-82
Secretary of State/Designee <i>[Signature]</i>		<i>[Signature]</i>	10/14/82
Attorney General/Designee <i>[Signature]</i>		<i>[Signature]</i>	10-26-82

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

1. Application Date May 15, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: MAY 16 1974 Application No. 74-162 Date Completed: JUN 11 1974	
2. Agency Application No. DHR-DPH-25		3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Vital Records Unit - Room 217-H 47 Trinity Avenue, S. W. - Atlanta, Georgia 30334		4. Person to Contact C. Clayton Turner	
				5. Working Title: Vital Director, Records 6. Tel. No.: 656-4750	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1919 to date		9. Exact Series Title Certificate of Live Birth Files			
10. What is the function of the office in which this record series is created? The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health Programs in the State. These include, but are not limited to, health standards for businesses, housing, field operations, and hospitals throughout the State; improvement of physical and dental health of adults and children, and health of expectant mothers; administration of family planning and sterilization programs; diagnosis and control of diseases; supervision of construction and licensure of health facilities; and administration of the Cancer Assistance Program. The Vital Records Unit serves as custodian for records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, legitimations, and public health and medical data incidental thereto. [Ga. Code, Sect. 88-1702 (a)].					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). = Documents relating to the registration of live infant births in the State. Included are: OAS(5)-1 (Certificate of Live Birth) OAS(5)-23 (Amendment to Correct Errors on Certificate of Birth, Death, Marriage). The file is arranged alphabetically by county, and thereunder numerically by the International Birth Number, which is assigned monthly.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				30 boxes 30	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
Record Center-type boxes		1396	1396	Average References: Daily - 150 in person - 200 by mail Yearly breakdown impossible	
				This Year's Last Year's Preceding Year's All Prior Years	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy, of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency?
Copies sent to Local Custodians of Vital Records in each county. ☒ [x] ☐ []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. Statistical summary only. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☒ [x] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed?
Sect. 88-1703 requires these be preserved. See Item 19. ☐ [] ☒ [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?
For issuance of certified copies, etc. ☒ [x] ☐ []
20. Does the record series provide data as input to an EDP file? All State
tabulations concerning birth, death, fetal death, marriage, divorce, annulments
of marriage and data incidental thereto. ☒ [x] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/dispo-
sition of these files? ☐ [] ☒ [x]
/For proof of birth and citizenship; Social Security and other benefits in years ahead.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ []

24. REQUIREMENTS. The following requires the files to be kept permanently.

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Ga. Code, Section 88-1703 - "The Department shall: . . . (6) permanently preserve the certificates in a systematic manner and maintain comprehensive indices of all births, deaths, marriages, divorces and annulments of marriages registered . . ."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

Certificate file - Cut off at the end of each CY; hold in CFA 70 years; retire to Archives for permanent retention.

Maintenance instructions - Microfilm certificate file in duplicate each month. Microfilm in duplicate each CY of certificates in July following cut-off.

Monthly microfilm file - (1) Send one copy to National Center for Health Statistics, Dept. of Health, Education, and Welfare. (2) Hold second copy in Vital Records Office and destroy when annual microfilming is completed.

Annual microfilm file - (1) Retire one copy to Archives for permanent retention. (2) Keep one copy in Vital Records Office; destroy when obsolete, superseded, or no longer needed for reference.

Certificates (for every year since births have been registered) are needed frequently for registering any amendments which are necessary to correct errors. Ga. Code, Section 88-1721 requires that the original certificate be marked "Amended" with the date on which amended.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William H. C.</i>	5-15-74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Stephen Turner</i>	5-15-74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	5-31-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	5-30-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. H. Shell</i>	6-11-74

STATE RECORDS
COMMITTEE